

The University of Aizu Library User Guide



☆ LIBRARY HOURS

Term	Weekdays	Saturdays	Sundays
Usually	9:00 - 20:00	9:00 - 17:00	Closed
Long Vacation Period	9:00 - 17:00	Closed	Closed
Examination period	9:00 - 20:00	9:00 - 17:00	9:00 - 17:00
National holidays and the year-end and the New Year holidays period	Closed	Closed	Closed

- Library might be closed as needed (due to entrance examinations, reordering of library materials, etc.)

University of Aizu Information Systems and Technology Center (University Library)

Tsuruga, Ikki-machi, Aizu-Wakamatsu City, Fukushima, 965-8580

TEL 81-242-37-2545 FAX 81-242-37-2554

Off-campus: <https://www.u-aizu.ac.jp/en/intro/facilities/library/>

On-campus: https://web-int.u-aizu.ac.jp/official/organization/library/orli_e.html

E-Mail: library@u-aizu.ac.jp



How to Borrow Books

Present the book(s) you wish to borrow together with your ID/ user card at the counter on the first floor, or complete the check-out process using self-checkout system.

	Type	Undergraduate Students	Graduate Students	Staff and Faculty	Outside Users
Upper Limit / Loan Period	General Books	Within 5 books Within 2 weeks	Within 10 books Within 2 weeks	Within 10 books Within 4 weeks	Within 2 books Within 2 weeks
	TOEIC Corner Books	Within 5 books Within 2 weeks	Within 10 books Within 2 weeks	Within 10 books Within 4 weeks	Not for loan
	Extensive Reading Books	Within 4 books Within 5 days	Within 4 books Within 5 days	Within 4 books Within 5 days	Not for loan
	Periodicals (exclude the latest issue)	Within 4 periodicals Within 5 days	Within 4 periodicals Within 5 days	Within 4 periodicals Within 5 days	Not for loan

☆LOAN EXTENSIONS

For loan period extension, bring the general book(s), or TOEIC Corner books (s) to the Library counter before the due date to take the procedure. You can apply online through "MyLibrary". The extension is possible only once per book. This service is not available for outside users.

☆LONG-TERM LOANS

Long-term loan services are available during spring, summer and winter holidays. Detailed information will be announced as necessary on the Library Website.

☆BOOKS NOT FOR LOAN

- Reference books including encyclopedias, dictionaries, handbooks, maps, yearbooks, etc.
- Periodicals (last issues, newspapers, etc.)
- Audio-visual materials

☆CAUTIONS FOR USE

- Please bring your faculty/staff/student ID, or user ID when you visit the Library.
- Eating and smoking in the Library are prohibited. Consuming beverages is allowed only in the Relaxation Space on the 1st floor.
- Please set your mobile phone to silent mode and refrain from talking on the phone.
- Silence should be maintained at all times.
- Use of personal computers in the Library is allowed only for UoA students, faculty and administrative staff members.

☆Reservation lockers (for internal users only)

- When you reserve materials on our website, you can select the "UoA reservation locker" (on the 1st floor of Research Quadrangles) as your pick-up location.

How to Return Books

Return books before the due date.

When the library is closed, you can use the book drop to return books. Do not return books that include CDs, DVDs, etc. to the book drop. Please bring them to the counter when the library is open (to prevent the risk of damage).

If you fail to do so, the Library will send you a notice via email, etc. In some cases, you may be suspended from borrowing library materials.

Use by External Users

☆Eligible Users

- Individuals 18 years of age or above, excluding high school students (except for Aizu Gakuho students in accordance with the agreement)

☆Services available

- Browsing and photocopying materials in the library (no checking out of materials).
- Using the library for purposes other than using library materials (studying, etc.) is NOT allowed.
- Use of personal computers in the library is prohibited.

☆Procedures for entering our library

- When visiting us to use library services, please present your identification document, such as driver's license, etc. and fill in the library use application form.

☆Issuance of a library card (Fukushima prefectural residents only)

- Individuals who wish to check out library materials will be issued a library card.
- Please present identification such as driver's license and submit a head shot (3×3 cm size, taken within the latest three months) to apply when applying.
- The library card will be issued at a later date. You cannot check out materials until your card arrives.
- A library card is valid for one year starting on the date of issue.

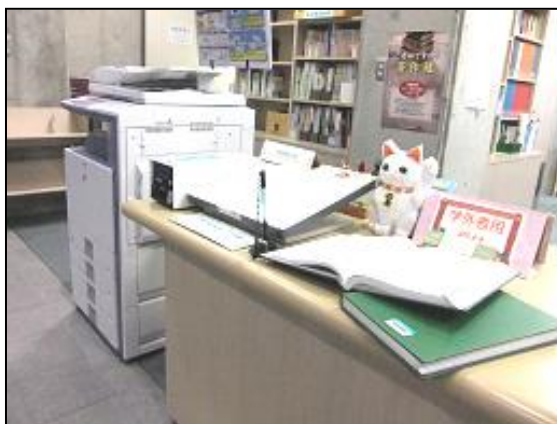
Library Services

- (1) Photocopy: Make photocopies of Library-owned materials
- (2) Reference: Provide assistance regarding the Library and Library materials
- (3) Information retrieval: Available for online database, electronic journals, and electronic journals.
- (4) Contact other libraries: Request for photocopying and/or borrowing of materials from other libraries
- (5) Purchase request of Library materials: Purchase books and audiovisual materials
- (6) Portable DVD Drive Loan Service: DVD drives can be borrowed for up to two weeks for the day of the loan (This period cannot be extended, and reservations are not accepted).

※Services (3), (4), (5) and (6) are for on-campus users only.

Please visit our on-campus website for details.

(https://web-int.u-aizu.ac.jp/official/organization/library/orli_e.html)



Copy Machine



Search System

How to use the Search System (OPAC)

The library has two computers to access the search system. The system is also accessible from the Library website.

☆OPAC SEARCH

[Brief Search] For searching materials by keywords

[Detail Search] For searching materials by defining various conditions such as titles, authors, etc.

☆BOOK RESERVATION (FOR UOA STUDENTS, STAFF AND FACULTY ONLY)

For making a reservation for materials that are out on loan

☆MY LIBRARY (FOR UOA STUDENTS, STAFF AND FACULTY ONLY)

[New Arrivals]

You can receive notifications when the Library obtains new materials that match the conditions you entered.

[Materials under Request/ Materials on Loan]

You can check the latest situation regarding your book reservations to the Library and materials you checked out.

[Bookmark]

You can bookmark and sort materials you are interested in.

[Photocopy Request]

You can request for photocopying of materials stored in other libraries.

[Loan Request]

You can request for materials you wish to borrow from other libraries.

OPAC (Online Public Access Catalog)

Users can easily search the library materials from UoA and JCD Libraries online.

☆URL for OPAC

<https://libopsv.u-aizu.ac.jp/en/>



First Floor

- ①**MAIN COUNTER:** For assistance of borrowing/returning library materials, making photocopies, etc.
- ②**NON-JAPANESE BOOK STACKS:** Foreign books are placed based on the Library of Congress Classification (LC).
- | | |
|---------------------------|---|
| [Book Series] | In the shelves along the walls |
| [Reference Books] | In the second and third rows of shelves |
| [Audio-Visual Materials] | In the shelves along the walls |
| [Newly-Arrived Books] | } On the first row of the shelves |
| [Global Books] | |
| [Extensive Reading Books] | |
- ③**BROWSING CORNER:** Latest issues of magazines are available. Also, On-campus users can browse "d Magazine for Biz"(all-you-can-read e-magazine service) on their personal tablet devices / smartphones.
- ④**PERIODICALS CORNER:** Latest issues of Japanese and foreign magazines are placed in the Japanese and English alphabetical orders respectively. Bulletins and technical reports of our University and other universities are also available.
- ⑤**BOOKS IN SYLLABUSES CORNER :** Reference books introduced in course syllabuses are stacked.
- ⑥**EMPLOYMENT / LEARNING SUPPORT CORNER :** Resources to help in Employment / Learning has been shelved.
- ⑦**KUNII COLLECTION:** Donated materials by Dr. Kunii, the founding president
- ⑧**RELAXATION SPACE:** A vending machine selling bottled water is available.

Drinking is allowed in this space. Please refrain from eating anything. Be sure to put your drinks in your bag when you leave this Space for Relaxation.

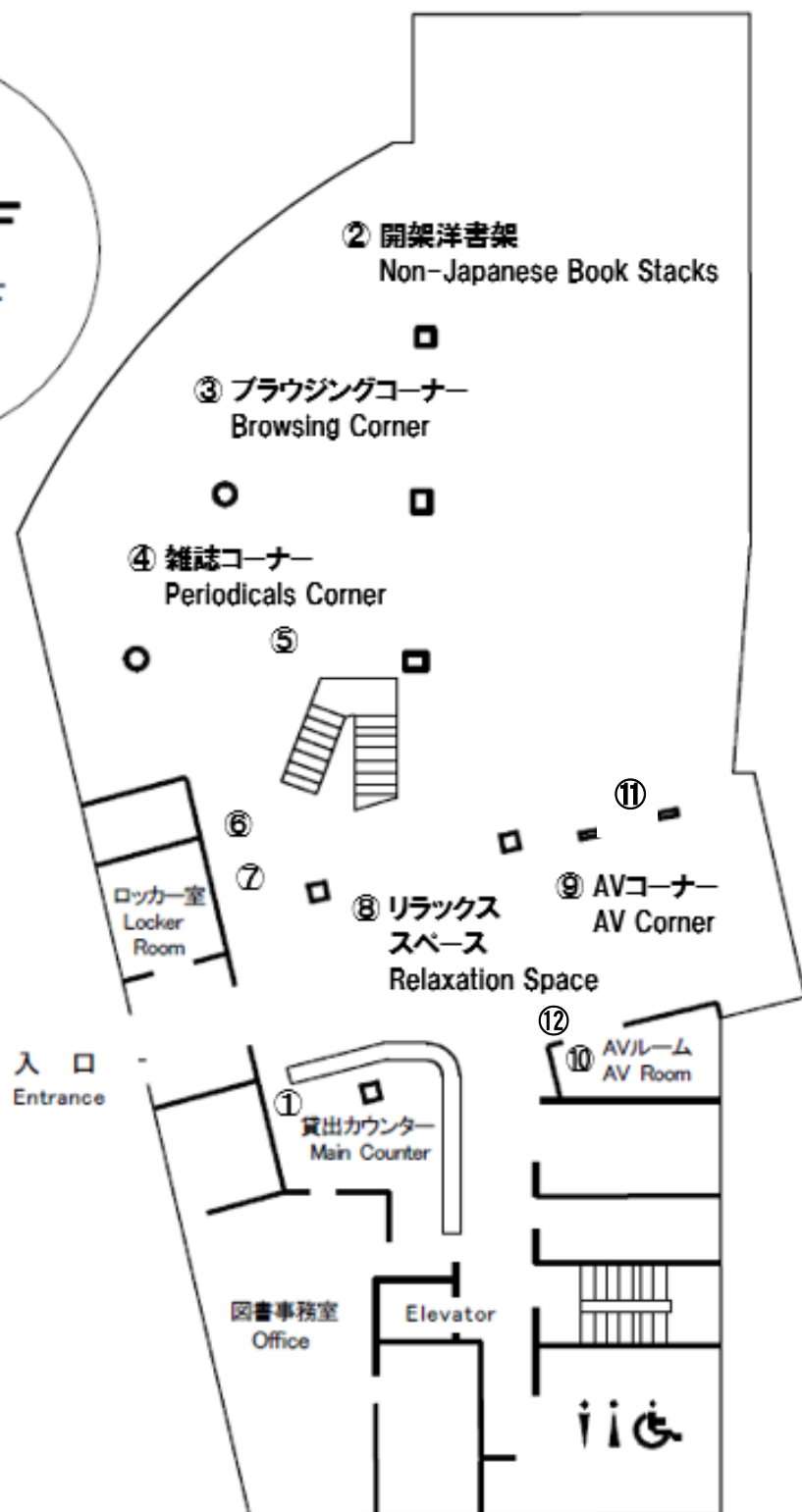
- ⑨**AV CORNER:** Space equipped with AV devices for use by individuals
- ⑩**AV ROOM:** A room equipped with AV devices for use by a small group

Contact library staff if you wish to use the AV Corner or the AV Room.
Users are not allowed to bring in personal videos, etc.

- ⑪**TOEIC CORNER:** TOEIC books designated by SGU are shelved.
Only students and faculty members of this university can check out those materials.
- ⑫**SELF-CHECKOUT SYSTEM:** You will be able to complete the check-out process by yourself. Please bring the materials you wish to check out and your faculty/staff/student ID card or user ID card to the self-checkout system and follow the instructions on the screen to complete the process.

図書館1F

Library 1F



NON-JAPANESE BOOK

Series

Library Science	Military science	Home Economics	Electronic and electrical engineering
Electronic and electrical engineering			

Electronic and electrical engineering
Electronic and electrical engineering

Electronic and electrical engineering		
Medicine	Agriculture	Engineering

Electronic and electrical engineering	Engineering
Engineering	

Physics
Mathematics

Physics
Physics

Mathematics
Mathematics

Mathematics
Mathematics

Mathematics
Computer

Mathematics	Computer
Computer	

Computer
Computer

Computer
Computer

Computer
Computer

Computer
Computer

Computer	Science
English language	Language and literature

Science	Language and literature
Language and literature	

English language	Language and literature	
Social sciences	Political science	Education Law

Language and literature		
Education	Music and art	Language

Social sciences		
Reference Books	General works	Philosophy

Social sciences	History and Geography	
Philosophy	Philosophy and Psychology	Religion

Reference books	
Newly-arrived books	

Reference books	
Global books	Moodle readers books

Series

Audio-visual materials



Library of Congress Classification

A	General works	J	Political science	R	Medicine
B	Philosophy	K	Law	S	Agriculture
BF	Psychology	L	Education	T	Technology
C	Auxiliary sciences of history	M	Music and books on music	TA	Engineering, Civil engineering
D	History	N	Fine arts	TJ	Mechanical engineering and machinery
E-F	History of the Americas	P	Language and literature	TK	Electrical engineering, Electronics, Nuclear engineering
G	Geography, Anthropology, Recreation	PE	English language	TL	Motor vehicles, Aeronautics, Astronautics
H	Social sciences	Q	Science	U	Military science
HA	Social sciences	QA	Mathematics	V	Naval science
HB	Economy theory, Demography	QB	Astronomy	Z	Bibliography, Library Science, Information Resources
HE	Transportation and communications	QC	Physics		
HF	Commerce	QD	Chemistry		

Second Floor

① **JAPANESE BOOK STACKS:** Japanese books are placed according to the Nippon Decimal Classification.

[Book Series] Books on the shelves along the walls are placed by subject.

[Reference Books] On the first row of shelves

② **DONATED MATERIALS ROOM:** Materials donated by Dr. Kunii, the founding president, are stored.

③ **READING AREA:** 100 seats for reading are available. On-campus users can use your own laptops. (2F only)

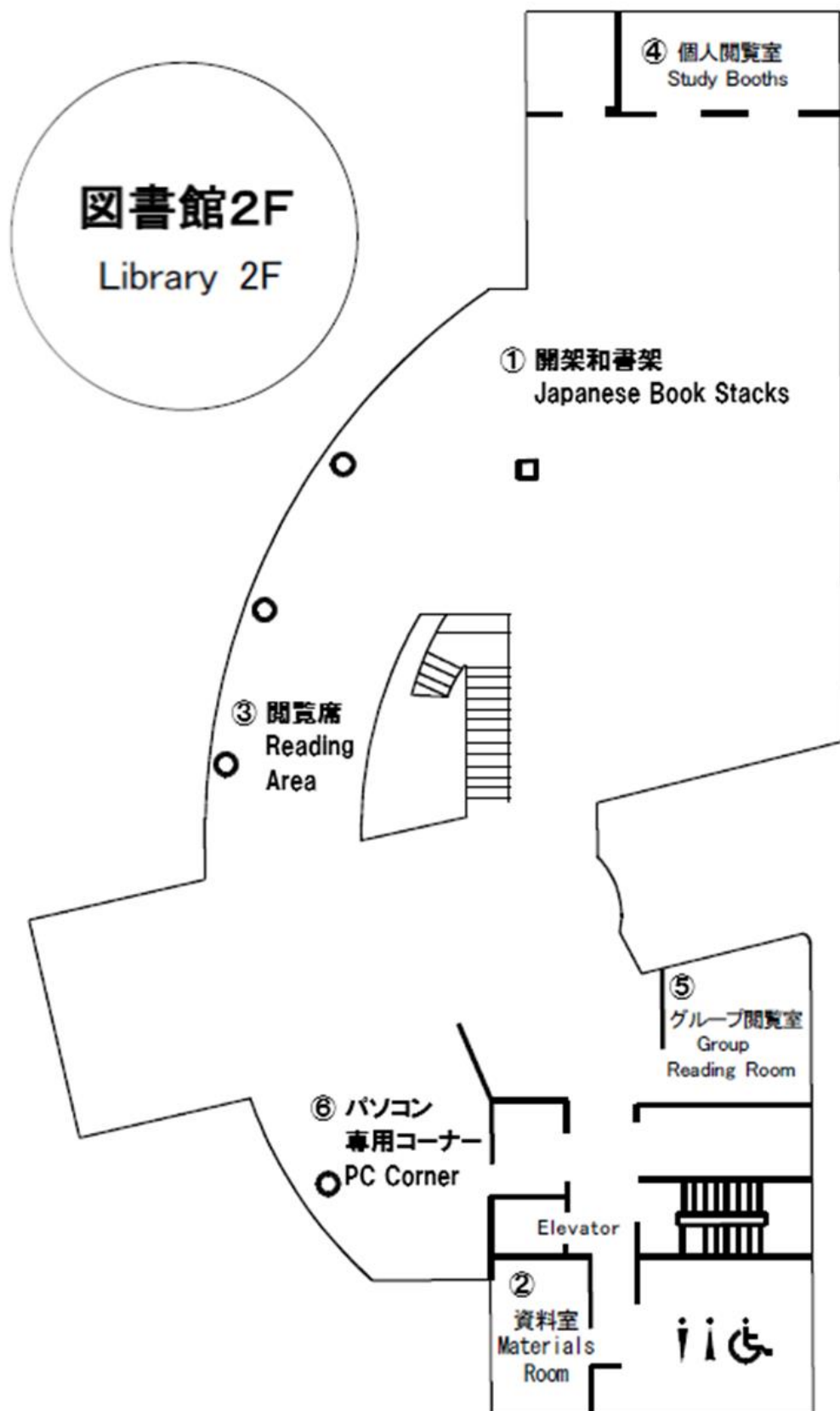
④ **PRIVATE STUDY BOOTHS:** You can use your own laptops in those booths for individual study and research. 3 of those booths are equipped with a terminal unit.

⑤ **GROUP READING ROOM:** A larger room equipped with a terminal unit, a large display, and a whiteboard for study and research for a small group.

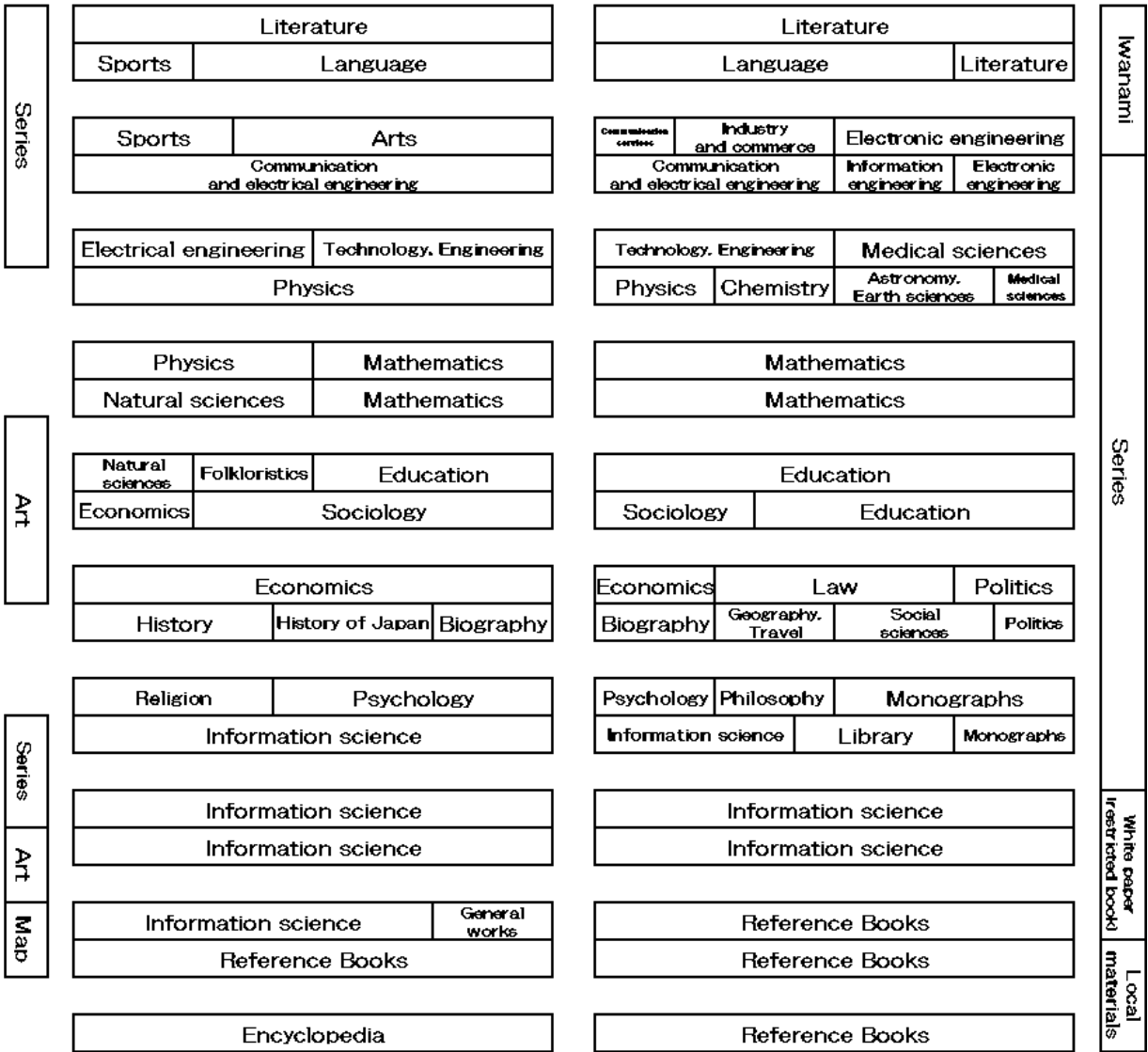
⑥ **PERSONAL COMPUTER CORNER:** An area equipped with 8 terminal units and docking stations suitable for study and research. You can also use your own laptops.

※The private study booths, the group reading room and the Personal Computer Corner are for use by on-campus users only.

※When you want to use a private study booth or the group reading room, please ask at the main counter. You can also reserve it.



JAPANESE BOOK STACKS



Iwanami

Series

White paper
(restricted books)

Local
materials



NDC (Nippon Decimal Classification)

000	General works	400	Natural sciences	600	Industry and commerce
007	Information science	410	Mathematics	670	Commerce
080	General collections	420	Physics	690	Communication services
100	Philosophy	430	Chemistry	700	The arts, Fine arts
140	Psychology	440	Astronomy, Space science	720	Painting, Pictorial arts
200	General history	450	Earth sciences	727	Graphic designs
210	General history of Nippon	460	Biology	800	Language
280	General biography	490	Medical sciences	830	English
290	Geography, Topography, Travel	500	Technology, Engineering	900	Literature
300	Social sciences	530	Mechanical engineering	910	Nipponese literature
330	Economics	540	Electrical engineering	930	English and American literature
350	Statistics	547	Communication engineering		
370	Education	548	Information engineering		
		549	Electronic engineering		
		590	Domestic arts and sciences		

Basement

Closed stacks are used in the Library basement.

Ask at the counter on the first floor for an “access card” to enter the basement.

The following library materials are stored:

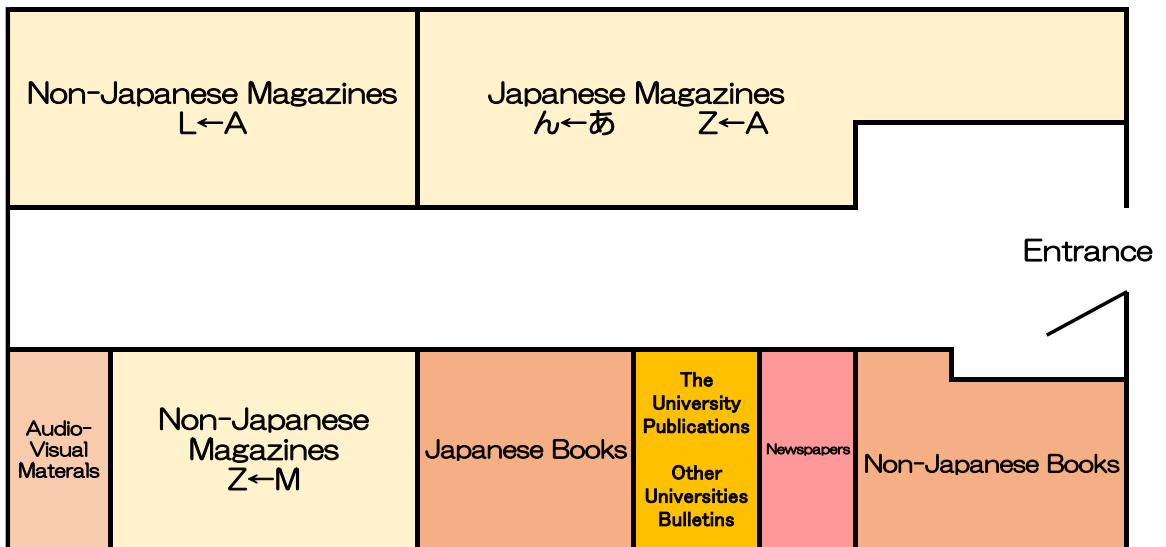
- ☆ Books, Audio-visual materials
(mainly, old books and extra copies)
- ☆ Back numbers of journals.
- ☆ The University publications, other universities bulletins
- ☆ Newspapers (published in the last one year period)

Electric compact stacks are used in the basement.

Feel free to ask Library staff for help with use of facilities/materials in the basement.

The Library basement is not accessible to outside users including Aizu Gakuho Junior/Senior High School students.

The Closed Stacks



Library Lounges

Books in more specialized topics are available at the ISTC Library Lounge and each laboratory Library Lounge.

- If you wish to access such books, ask permission from the faculty member who maintains the book.
- The Library Lounges are not accessible to outside users including Aizu Gakuho Senior/Junior High School students.



Junior College Division Library

The Junior College Division Library is also available for UoA students, faculty and administrative staff members.

Please present your ID card (student/faculty/staff ID card) at the counter when visiting the JCD Library.

★JCD Library Webpage

<https://www.jc.u-aizu.ac.jp/library/index.html>

★JCD Book Delivery Service

(UoA students, faculty and administrative staff members only)

- UoA students, faculty and administrative staff members can request, check out and return books from the JCD library at the UoA Library counter.
- Reservation and delivery services are available from the collection search menu (OPAC) screen.





Relaxation Space



Private Study Booth



Group Reading Room



Personal Computer Corner

